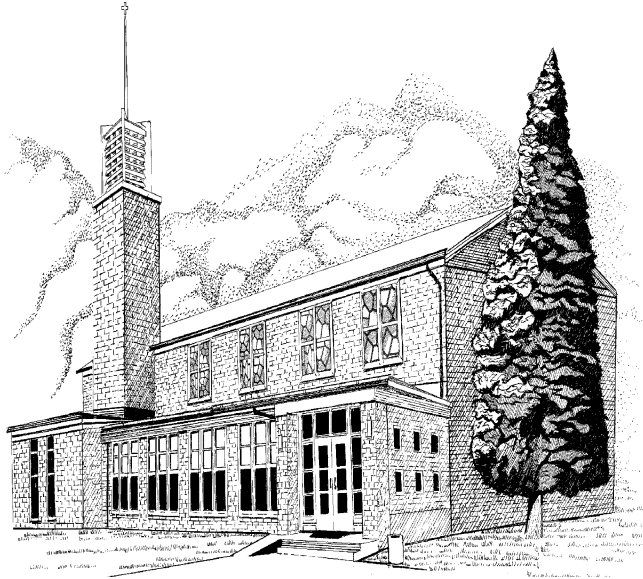
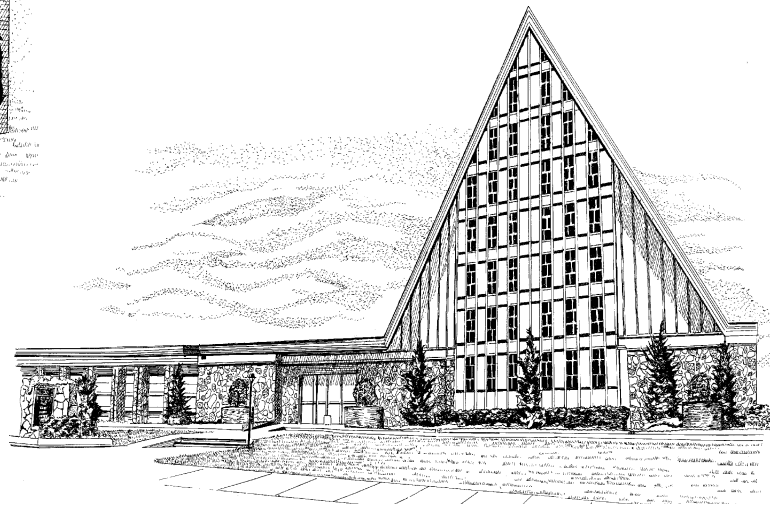


OFFUTT AFB CHAPEL WEDDING ACCOMMODATION GUIDE



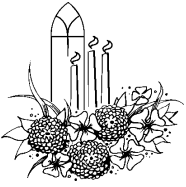
**Offutt Air Force Base,
Nebraska**



This guide offers general guidance for your wedding at the SAC Memorial Chapel or Capehart Chapel. Please read carefully and then complete the *Facility Request Form* and *Chaplain Request Form*. Reservations for chapel facilities are made on a first come first served basis, so please return the form as soon as possible.

~ The Offutt Chapel Team

Use of the Chapel



Eligibility: Services of the United States Air Force Chaplain Corps are provided for “military members and their families” (AFPD 52-1). Therefore, either *the bride or the groom* **must** be an active duty, Reserve, National Guard, military retired, or military dependent ID cardholder on the date of the wedding. Also, for Catholic weddings, please consult the Roman Catholic priest or the Archdiocese for Military Service for additional requirements.

- **The bride or the groom with a valid DoD ID card must initiate contact with the chapel. Our phone is DSN 271-6244. Our commercial phone is 402-294-6244. E-mail 55WG.HC.CHANNEL@us.af.mil.**
- **The bride or groom with the valid DoD ID card must fill out the chaplain request form (unless a civilian clergy is officiating) and facility request form in person. This can be accomplished electronically if the bride and groom are away from the immediate area.**
- **Show proof of your DoD ID card, with expiration date, at the time of arrangement. Dependents must have a valid DoD ID card on the day of their wedding.**

Since only religious services are authorized in military chapels, civil authorities (such as a Justice of Peace) will **not** preside in the chapels.

There are two chapels available for weddings at Offutt AFB. The SAC Memorial Chapel is located on the corner of Custer Drive and Lincoln Highway. Seating capacity is approximately 325 with a center aisle 60 feet long. Parking is on the streets next to the chapel and in the parking lot behind the facility.

The Capehart Chapel is on the corner of Capehart Road and 25th Street, across from the Ehrling Berquist Clinic. Seating capacity is approximately 425 with a 45-foot center aisle. A large parking lot is adjacent to the building.

The chapels are reserved on a first come/first served basis. The date and time are established when the properly completed facility request is approved by the sponsoring chaplain and entered into the facility schedule by the facility schedule manager. Be sure to schedule for both the wedding and the rehearsal as far in advance as possible.

Times for Services

Chapel weddings are normally held on Saturdays. Weddings are not normally held on weekday evenings, Sundays, federal holidays, or during holidays. Some special time requests may be approved by the Wing Chaplain if the facilities are available, and mission allows. The chapel time slots for Saturdays are listed below:

SAC Memorial Chapel:

Rehearsal (Friday)

1400

1500

1700

Wedding (Saturday)

0930 – 1200 (10:30 wedding)

1230 – 1500 (13:30 wedding)

1900 – 2130 (20:00 wedding)

Capehart Chapel:

Rehearsal (Friday)

1500

1600

1700

Wedding (Saturday)

1230 – 1500 (13:30 wedding)

1600 – 1830 (17:00 wedding)

1900 – 2130 (20:00 wedding)

Since the chapels will be used for other weddings and other activities on Saturday, it is essential that we collaborate and adhere to the above time schedule. Weddings are limited to two and a half hours. This maximizes the number of service times available, and gives plenty of time for the ceremony, decorations, pictures, and clean-up. Please remember to allow ample time for preparations before your starting time. Please inform your clergy or chaplain and wedding party of this and ask them to be on time for the rehearsal. Rehearsals are normally scheduled on the evening before the wedding.

No one is permitted, without the supervision of chapel staff to rearrange or decorate the chapel. You may be held liable for repair, marks, or other damage left when the items are removed. When in doubt, consult the chapel staff. Use of candles outside the altar area is prohibited. The chapel provides white candles for the altar. Unity candles are the responsibility of the wedding party.

You may provide whatever flowers, ribbons, and other decorations you like. Check with chapel staff first. No tape or tacks may be used on the woodwork in either chapel. Also, no glitter, confetti, or rice are allowed in either chapel. Many local florists are familiar with the chapels and will help you in making your selection. Please remove your flowers after the wedding.

Invitations shall not be processed until you receive final written approval of a confirmed reservation.

Chaplains/Civilian Clergy

Active-duty military chaplains are available to officiate at weddings for active-duty military members if it meets their denominational, ecclesiastical, and ethical standards.

The decision on whether a particular chaplain will perform a wedding ceremony rests solely with that chaplain. Therefore, there may be some situations in which chaplains may decline to perform a wedding. It is the responsibility of the couple to contact the chaplain.

Civilian and auxiliary clergy are welcome to perform your wedding, but they must be approved by the Wing Chaplain or designee. It is your responsibility to ensure that a civilian clergy is licensed and ordained to legally perform your ceremony.

Roman Catholic Weddings

Those seeking a Roman Catholic wedding must consult with a Roman Catholic Chaplain concerning the current Archdiocese for Military Service guidelines. Roman Catholic weddings require a minimum of six (6) months preparation and must be approved by the Roman Catholic Chaplain.

Meet with the Roman Catholic Chaplain before you make any arrangements. Couples who have their own priest or deacon to witness their marriage MUST still meet with the Roman Catholic Chaplain first before a facility request can be filled out. When you meet with the chaplain, he will explain to you Roman Catholic wedding requirements in full.

General Roman Catholic wedding requirements are to follow this order:

1. Contact the Roman Catholic chaplain at least six (6) months prior to the expected wedding date.
2. Bride or groom with authorized military ID card must initiate contact with the chapel.
3. Complete the Facility Request Form and Chaplain Request Form and return the forms to the chapel staff.
4. Complete premarital preparation requirements as requested by your chaplain or civilian clergy.
5. Must attend the FOCCUS sessions (after it has been scored) with the priest/deacon.
6. Meet with the priest/deacon to confirm completion of all requirements and plan the ceremony.

Protestant Weddings

Protestant weddings vary according to faith tradition or denomination. Your officiating chaplain or civilian clergy will advise on the appropriate ceremony. Chaplains are responsible for upholding their own ecclesiastical requirements and personal convictions. The wedding ceremony is a religious rite. Therefore, the chaplain or clergy performing the wedding has final authority on any element in the wedding ceremony.

All chaplains require pre-marital counseling. The length, scope, and type of counseling is determined by the chaplain.

General Protestant wedding requirements are to follow this order:

1. Complete the Facility Request Form and Chaplain Request Form and return the forms to the chapel staff.
2. Bride or groom with authorized military ID card, must initiate contact with the chapel.
3. Secure a chaplain or civilian clergy.
4. Complete premarital preparation requirements as requested by your chaplain or civilian clergy.
5. Meet with your chaplain or civilian clergy to plan the ceremony.

Civil Ceremonies

It may be possible to have your wedding at the gazebo on the parade field or other facilities on base. Reservations for these facilities are made with the agencies which control them.

Receptions

Chapel facilities are not available for wedding or anniversary receptions. Receptions may be scheduled at other locations in the local area such as the Warhawk Community Center. However, all arrangements are your responsibility. Please be careful in your planning to not make any binding agreements until you receive final written approval of your wedding date. Suggested on-base location is:

- Warhawk Community Center 294-2268

Clean-up

The wedding party assumes all responsibility of clean-up. You must ensure that the facilities are clean, and all items are removed that you, your guests, or those you hire bring to the wedding and/or rehearsal.

Wedding Guests

It is necessary that you contact the Security Forces Visitor's Center well in advanced of your wedding in order for your non-military guests to enter the base for your wedding and rehearsal. You can reach them at 294-7551. Also, please remember that the bride or groom (whomever holds the DoD ID card) are responsible for the behavior of wedding guests and the care of chapel facilities. Be especially aware that security personnel may identify, apprehend, or turn away those with criminal records and pending legal warrants.

General Chapel Etiquette

A chapel wedding is a service of rites. The rehearsal and ceremony should be planned, conducted, and attended with dignity. In questions of propriety, the chaplain's preference will be observed. The chaplain may choose to cease his/her participation if the dignity of the service is violated. Please coordinate the selection of music, video, and photography with the chaplain or clergy officiating.

General rules for all to follow:

- * No rice, birdseed, confetti, or similar items may be thrown inside or outside the chapel grounds. This is a safety issue.
- * The use of alcoholic beverages (except for sacramental use) is forbidden in the chapel or on the chapel grounds. Chaplains will not officiate any wedding where anyone in the wedding party is clearly intoxicated or under the influence of illicit drugs. If a civilian minister is performing the ceremony, the clergy has full discretion to contact Security

Forces and stop the ceremony.

- * Smoking is not permitted inside any Air Force facility nor within 50 feet from the outside.

Base Honor Guard

If you desire services of Honor Guard in your wedding, it is your responsibility to make arrangements. Regarding presence of ceremonial sabers and weapons, consult clergy presiding at your wedding.

Flowers and Decorations

Chapel seasonal decorations shall remain in place and not altered, changed, or disturbed for weddings. For example, weddings conducted during Easter or Christmas seasons are accomplished without altering the seasonal or liturgical decorations.

Force Protection Conditions

Increased security measures at Offutt AFB could affect your wedding plans. In the unfortunate event that command directed security conditions change, there may be additional restrictions upon access and activities at DoD facilities. It is your responsibility to secure an alternate location off base for your wedding and rehearsal. If you have any questions during heightened security conditions, please contact the base chapel at 294-6244.

Marriage License

Please contact the County Clerk's office at (402) 593-2351 well before your wedding so that all requirements are met, and a license is issued for the marriage. Bring the unsigned license to the rehearsal and wedding. If you are already legally married, please bring a copy of the completed license to the rehearsal.

Cancellations

If you cancel your wedding plans, call the chapel staff so that they make the chapel available to others.

Request Forms

The Facility Request Form and the Chaplain Request Form are provided to you by the chapel staff, are used for all weddings at SAC Memorial Chapel and Capehart Chapel, as well as any weddings requiring the assistance of a military chaplain. Please complete the forms and return them to the chapel staff as soon as possible.

Fees

There are no fees for the use of the chapel, and it is unlawful for a military chaplain to receive payment or honorarium for the ceremony. Civilian officiating clergy, singers, musicians, and photographers do charge fees which are your responsibility. These arrangements should be made at the beginning of your wedding planning.

Music and Sound

Only our chapel musicians are authorized to play our organ. Others may sing and play the piano. If you elect to use your own prerecorded music, you must consult with the chapel staff and/or the chaplain before the rehearsal. Only our chapel staff are allowed to operate the chapel sound system.

Additional Requests

Your Chaplain Corps provides for free exercise of religious opportunities. If you have additional faith group and religious diversity needs, not addressed in this operating instruction, please contact the chapel staff.

Compliance to Guidelines

By filling out and signing the forms, you are agreeing to all guidelines set forth in this Guide. Consult the Wing Chaplain if you have additional requests or questions. Failure to comply with these rules may result in the cancellation of your wedding.

//SIGNED//

JAMES M. PITTS, Ch, Lt Col, USAF
Wing Chaplain

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